

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Defensible Space Inspector	
		Division and/or Subdivision XXX	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters XXX	
		Class Title of Position Forestry Aide	
		Position Number 542-XXX-1060-910	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities: Under general supervision of the XXXX (list specific civil service classification), as a temporary employee, the Forestry Aide conducts defensible space inspections in accordance with Public Resources Code section 4291.		
30%	<u>Defensible Space Inspections</u> *Plans, schedules and conducts Inspections of private property within the State Responsibility Area to ensure Public Resources Code Section 4291 (Defensible Space) compliance for persons who owns, leases, controls, operates, or maintains a building or structure in, upon, or adjoining a mountainous area, forest-covered lands, brush-covered lands, grass-covered lands, or land that is covered with flammable material. *Make contact with landowners/residents/tenants to provide education on Defensible Space requirements and wildland fire safety/preparedness. *Implements the inspection plan to efficiently cover the targeted areas and maximize public contact through defensible space inspections. *Assist in the development and distribution of educational material and media releases pertaining to Defensible Space in sections.		
	<u>Defensible Space Inspection Documentation</u> *Utilizes specified Departmental forms to document inspection results. *Schedules and conducts re-inspections on property where necessary to ensure compliance with the law. *For non-compliant properties, identifies the need for appropriate enforcement action and notifies the Unit's Fire Prevention Bureau of such.		
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Successfully completes required training as a condition of employment. Maintains the Arduous Fitness Standard in accordance with department policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. May be subject to working nights, weekends or holidays to complete duties.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Working Title of Position
Defensible Space Inspector

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

15%

Report Writing and Records Management

*Receives, reads and reviews all documents related to Defensible Space inspections. *Prepares and writes clear, concise, and complete documents which include: Inspection Schedule, Notice of Fire Hazard Inspection, inspection completions, re-inspections, and records of total number of inspections. *Maintains orderly files for Departmental use containing all work completed. *Utilizes computers, GPS units, digital cameras and other digital devices as needed. *Documents to be reviewed and approved by supervisor.

5%

Other Duties

*Completes required training.
Other duties as assigned.

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Date _____

Supervisor Signature _____

Date _____

Personnel use only

☐ Posted to Directory

Initials and Date _____